

**Intersect Studio is looking for:**

Organizer, communicator, connector.

A friendly, enthusiastic, well organized accounting specialist eager to be an integral part of the growth and success of an emerging design firm.

**Who we are:**

Intersect Studio is an Interior Design, Architecture, and Planning firm located in Downtown Kalamazoo. We believe people's lifestyles improve when their places are specifically designed for human experience. Our passion is creating places people love through a fun and engaging design process.

Our studio is a highly collaborative and supportive environment. We carefully protect and nurture our culture to breed encouragement and competence in order to exceed expectations on exciting and sometimes demanding architectural projects.

**This position could be a fit if you:**

- Have a friendly and positive disposition.
- Have a background in bookkeeping and can be trusted with fiduciary responsibilities.
- Are detail oriented and well organized.
- Are skilled with Quickbooks (or QB Online) and can adapt to other online applications (We use BigTime for time keeping which feeds into QB).

**What you can expect at Intersect:**

This position could be either a part time staff member, or a 1099 Contractor - but in all cases we would like our new cohort to work in our office one to two days per week so they can be an integrated part of our team. We anticipate about 10 to 15 hours of work per week. Specific tasks include:

- Review and approve time sheets and assist with tracking PTO.
- Process payroll biweekly.
- File W2, W9, sales & use tax forms.
- Enter expenses, pay bills, reconcile bank statements.
- Receive, process, and deposit payments from clients.
- Prepare draft invoices, track accounts receivables, and follow up on late payments.
- Prepare monthly financial statement.
- Prepare year end payroll forms and annual budget.
- Coordinate with our CPA vendor for annual tax filings.

**Are you one of us?**

email [connect@intersect-studio.com](mailto:connect@intersect-studio.com) with the subject "Bookkeeper" and tell us why you'd mesh well with an up and coming, downtown Kalamazoo design firm.

Let's intersect!